

**\* NOTE: THE DRAFT EMC GUIDELINES FOR PUBLIC COMMENT WERE REFERRED TO THE  
EMC RULEMAKING COMMITTEE AT THE DECEMBER 1, 2006,  
COMMISSION MEETING  
\* THE ENVIRONMENTAL MANAGEMENT COMMISSION**

### **GUIDELINES FOR PUBLIC COMMENT**

The Commission wishes to facilitate the exchange of information between the Commission and the public in a manner that will provide information on pertinent environmental issues and thereby allow the Commission to better serve the people of this State and their environment. To do so, the Commission has adopted the following guidelines to the application of Rule 335-2-3-.05, Agenda. These guidelines will allow Commission members to become more informed and thus better prepared for the public comment segment of Commission meetings. It will also enable individuals or groups to submit comments to the Commission and thereby engage the Commission in a responsible manner. The Commission is cognizant that, without such guidelines, presentations based upon unfounded reports and inaccurate data could easily lead to unwarranted concerns and apprehensions within the State and its communities. The Commission strongly believes that these newly adopted guidelines will discourage such presentations and instead promote a forum for responsible and meaningful discussion based upon factually credible and reliable information.

1. Members of the public wishing to speak at regularly scheduled Commission meetings must submit to the Commission Office a written request that shall include a description of the matter to be addressed before the Commission. Such written requests shall include the names, address, telephone number or cell number and, if possible, an email address of any person wishing to address the Commission.
2. Written requests from members of the public wishing to speak at Commission meetings must be received by the Commission Office not later than 14 days prior to the next regularly scheduled meeting of the Commission. It is recommended that any

member of the public wishing to submit documents as part of any presentation before the Commission submit copies of such documents along with the written request not later than 14 days prior to the next regularly scheduled meeting of the Commission.

3. The Chair of the Commission, or designee, shall notify those persons requesting an opportunity to address the Commission in writing as to the disposition of their request. The Chair of the Commission shall recommend to the Commission on the final agenda the list of persons who will provide public comment and the subjects they will address. This information will also be placed on the Department website and at Commission Offices at least 7 days before the Commission meeting.
4. Presentations shall be strictly limited to not more than 10 minutes. Speakers are therefore encouraged to state their most important points first and should understand that when the 10 minute time limit has elapsed, they will be asked to step down. The 10 minute time limitation on presentations shall be strictly enforced and consistently applied.
5. The Commission encourages public participation at its meetings. However, Commission members will not comment or engage in any non-deliberative discussion relating to any administrative appeal or legal proceeding pending before the Commission or on any decision by the Commission in a case or legal proceeding pending appeal before the Circuit or Appellate Courts of this State.
6. The topic of any presentation made to the Commission should be directly related to the Commission's functions and how to improve the environment. The Commission will not allow presentations advancing political agendas or presentations promoting the political or financial interests of any specific group(s) or individual(s).

7. The presentation of current and timely information is encouraged by the Commission. Presenting repetitive, irrelevant, or outdated information is neither productive nor a good use of Commission time. The Commission requests that speakers provide relevant, accurate, and current data and information.
8. All data presented should be factual in nature. All data and collection methods should be referenced and should be attributable to generally accepted reliable sources. Speakers should be careful in presenting information not to violate any professional licensure or certification requirements for which they are not qualified.
9. The Commission requests, when at all possible, that specific names of individuals or corporations be omitted from presentations. Any specific complaints mentioning individuals or corporations are to be provided to the Director of the Department.
10. In order to help the Commission prepare and better understand the topic sought to be addressed, the Chair may request that those wishing to address the Commission submit a well organized outline of their presentation along with copies of any supporting documents they intend to use during the presentation. If, during the presentation, the outline submitted is not adhered to and the speaker strays from the subject identified in the outline, this will be noted by the Chair and the speaker may be asked to return to the subject of the presentation as reflected in the outline. If an outline and supporting documents are not provided, then the speaker may be asked to postpone the presentation until such time as an outline and supporting documents may be submitted.
11. Questions and comments from Commission members following a presentation are allowed and should be expected. Commission members are free to ask any questions felt necessary regarding the presentation. Questions and comments from Commission Members will not count against the time limit of 10 minutes.